



King County
REGISTERED NURSE
PUBLIC HEALTH-SEATTLE & KING COUNTY
Community Health Services / Columbia Health Center
Hourly Rate Range: \$21.28 - \$29.05 (2003 Rate)
Job Announcement No.: 04TA4059
OPEN: 2/23/04 CLOSE: Open Until Filled

WHO MAY APPLY: These 2 career service positions are open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Nursing Administration, 999 Third Avenue, Suite 1200, Seattle, 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact **Teresa Feely** at (206) 205-6012 for further inquiries.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [Public Health-Seattle & King County Nursing Employment Application, Applicant Data Sheet](#), resume, and letter of interest detailing your background and describing how you meet or exceed the requirements are required. Applications and forms available on line at: www.metrokc.gov/health

WORK LOCATION: Columbia Health Center, 4400 37th Ave. S., Seattle, WA 98118

WORK SCHEDULE: These 2 positions are overtime eligible. They work a 40 hour work week; variable hours.

PRIMARY JOB DUTIES INCLUDE:

- Obtains health history, chief complaint, vital signs, growth monitoring data, physiological assessment data, and developmental screening data.
- Develops and implements appropriate nursing interventions and referral to other providers based upon health history, chief complaint, vital signs, and other health assessment data.
- Conducts medical triage assessment with patients over the phone and in person. Provides nursing intervention and/or referral to primary care provider based upon medical triage assessment.
- Executes prescribed treatments and medical interventions, administers prescribed medications, monitors and documents treatment progress and patient response.
- Documents patient assessment and intervention data in medical records. Uses appropriate medical record forms and documentation practices. Assists in obtaining appropriate patient consent for care, maintaining patient confidentiality, and maintaining an orderly medical record.
- Provides patient education to individuals and groups about health maintenance and management of acute and chronic conditions.
- Responds to emergency situations with basic life support and first aid skills. Summons other health care providers and emergency response personnel in a timely and appropriate manner.
- Consults with and refers to other health care providers and community agencies based upon patient needs and program guidelines.
- Participates as a member of a multidisciplinary team to facilitate teamwork, improve patient care processes and outcomes, and maintain an orderly work environment with efficient clinic flow.
- Participates and assists in the training and orientation of health care professional students and new employees.
- Demonstrates communication skills that are clear, effective, facilitate patient care and team functioning, and are respectful of differences.

- Establishes and maintains tracking and quality assurance/improvement systems for pap test reminders; abnormal laboratory tests; abnormal pap tests; and other assessment, screening, and monitoring data for acute and chronic illness management.
- Demonstrates a working knowledge of patient consent for care policies and procedures, release of medical record information policies and procedures, and State and Federal laws that govern release of health care information.
- Provides for clinic maintenance by developing and maintaining systems that assure provision of adequate supplies; and, maintenance, repair, and calibration of clinic equipment.
- Maintains a safe clinic environment through implementation of standards and techniques of asepsis, infection control, safe disposal of biological and clinical materials, and use of appropriate personal protective equipment.
- Demonstrates a working knowledge of applicable clinical practice guidelines for Pediatrics, OB and Family Planning. Provides patient care based upon these practice guidelines, community standards of care, and Federal and State laws and regulations.
- Participates in activities to evaluate and improve practices, policies, procedures, service delivery models, and programs.
- Maintains professional competence by pursuing opportunities for continuous learning, attending continuing education offerings, reading professional literature, and engaging in other activities, which develop new knowledge and skills.

QUALIFICATIONS:

- Knowledge of nursing process, skill in using a systematic approach to client care that includes assessment, diagnosis, planning, intervention, evaluation, consultation and referral.
- Knowledge of health care systems structure and function, (primary care services, community resources and private providers), allowing for appropriate client referrals based upon patient need and program guidelines.
- Knowledge of anatomy, physiology, pathophysiology, epidemiology, physical assessment and basic pharmacology.
- Knowledge of human systems (wellness, illness, growth and development, human behavior, psychosocial development, family and community systems) and alternative health care treatments.
- Knowledge of prescribed treatments and medical interventions, monitoring and documentation of the patient's treatment progress and response, referring to providers when indicated.
- Knowledge of infectious disease management, control and safety standards, techniques of asepsis, safe disposal of biological and clinical materials, and use of appropriate personal protective equipment, laboratory procedures including preparation and screening standards.
- Knowledge of Washington State law (WAC 18.79) relating to nursing care, federal health care regulations, clinical practice guidelines for patient care and community standards.
- Communication skills (oral written & computer)
- Knowledge of chart documentation requirements, medical record forms, State and Federal laws that govern release of health care information, patient consent.
- Knowledge of equipment, supplies and materials needed for medical treatment. Familiarity with the systems required to maintain the supplies; repair, and calibrate clinic equipment.
- Knowledge of adult learning and health education techniques and principles including: reproductive health education, related services information, option counseling and emergency contraception services.
- Knowledge and skill in time management, problem solving, multiple tasking, prioritizing and crisis intervention and case management.
- Knowledge of research techniques and principals and quality assurance/improvement systems.
- Skills in maintaining working relationships and working with diverse populations and cultures, can engage clients in a care plan.
- Skill in initiating appropriate emergency response.
- Knowledge and skill in patient triage, both in person and on the phone.

- Skill in working both independently and within a multi-disciplinary team.

Licensing/Certification Requirements:

- Requires current WA State Registered Nurse license in good standing.
- Requires graduation from a National League of Nursing accredited program or the equivalent.

DESIRED QUALIFICATIONS:

- BSN preferred.
- Previous nursing experience in ambulatory care setting, immunization and phlebotomy skills..
- Responsive and adaptable to changing health care environmental needs.
- Skilled in using information management systems and other health care technology.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a through background investigation.
- The selected candidate must pass a pre-employment physical exam.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law

UNION MEMBERSHIP: WSNA represents positions in this classification.

CLASS CODE: 8337 SEQUENCE NUMBERS: 4780 & 4882